



U.S. Department of State
INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3 FAH-2)				
1. Post Kampala, Uganda		2. Agency State		3a. Position Number
3b. SUBJECT TO IDENTICAL POSITIONS? AGENCIES MAY SHOW THE NUMBER OF SUCH POSITIONS AUTHORIZED AND/OR ESTABLISHED AFTER THE "YES" BLOCK. <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No				
4. REASON FOR SUBMISSION <input type="checkbox"/> a. Redescription of duties: This position replaces (Position Number) _____ (Title) _____ (Series) _____ (Grade) _____ <input type="checkbox"/> b. New Position _____ <input checked="" type="checkbox"/> c. Other (explain) PD Update/RJD				
5. Classification Action	Position Title and Series Code		Grade	Initials
a. Post Classification Authority HRO	Administrative Clerk, 0105		FSN- 05/FP-09	AFRCC: MHB
b. Other				
c. Proposed by Initiating Office				
6. Post Title of Position (If different from official title)		7. Name of Employee		
8. Office/Section Management		a. First Subdivision		
b. Second Subdivision		c. Third Subdivision		
9. This is a complete and accurate description of the duties and responsibilities of my position. _____ Printed Name of Employee _____ Signature of Employee		10. This is a complete and accurate description of the duties and responsibilities of this position. _____ Signature of Supervisor		
11. This is a complete and accurate description of the duties and responsibilities of this position. There is a valid management need for this position. _____ Printed Name of Chief or Agency Head _____ Signature of Section Chief or Agency Head		12. I have satisfied myself that this is an accurate description of this position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards. _____ Printed Name of Admin or Human Resources Officer _____ Signature of Admin or Human Resources Officer		
13. Basic Function of Position Performs all duties of a security escort by monitoring and escorting non-cleared visitors and personnel while in controlled access areas (CAA) or in other locations within mission facilities and grounds. The position is either full time, part time, or on an as needed basis, some after-hours, weekend and holiday work may be required. This position is directly supervised by the OBO Project Director. The incumbent must be able to obtain and hold a Top-Secret clearance.				

14. Major Duties and Responsibilities**—100— % of Time**

- Responsible for escorting all non-cleared visitors, personnel, janitorial/maintenance crews, and/or contractors performing work in secure areas of the mission or other locations as directed by the supervisor to ensure that secure areas remain uncompromised.
- Supervises the movement of tools and materials being brought into controlled access areas, ensuring all items are cleared by designated security personnel before entry. Responsible for control and safe operation of job-related equipment and supplies. Ensures all non-cleared personnel follow proper safety procedures and use proper safety equipment as required.
- Secures worksites upon completion of work by ensuring that all non-cleared visitors and/or personnel have exited the area.
- May be responsible for locally procuring items required for use within the CAA space, according to the randomized procurement methods described in relevant sections of the Foreign Affairs Manual.
- May be responsible for the control and safe operation of any job-related equipment and supplies such as destruction equipment (shredders, disintegrators, etc.), x-ray machines, keys, radios, service elevators, etc.
- Prepares and submits incident reports of any work-related problems or security incidents to the appropriate sections. Coordinates with the Regional Security office (RSO) for the clearances of visitors, contractors and other personnel requiring access to the controlled areas.

Other Duties:

May be called upon in support of VIP visits performing various duties including, but not limited to, escorting VIPs, security oversight, classified material destruction, baggage control, and/or other duties as required.

15. Qualifications Required for Effective Performance

a. Education:

Completion of high school or equivalent diploma is required.

b. Prior Work Experience:

One year of general work experience in an office, management or security related environment is required.

c. Post Entry Training:

On-the-job training.

d. Language Proficiency:

Level 3/3 fluency in English, both spoken and written, is required.

e. Job Knowledge:

Thorough knowledge of regulations governing control and protection of classified material set out in 12 FAM, as well as post-specific security access procedures; the proper use of security-related equipment (radio, destruction, etc.); familiar with the general layout of mission grounds and facilities.

f. Skills and Abilities:

Basic keyboard skills and computer literacy. Must be observant, flexible and service oriented. Duties include prolonged periods of standing/walking and somewhat physically demanding activities to include climbing, working in cramped spaces and at times working in inclement weather. Incumbent will regularly be required to move or lift objects when escorting.

16. Positions Elements

- a) Supervision Received:
Incumbent works under the general supervision of the OBO Project Director.
- b) Supervision Exercised:
Other than general oversight of workers during escorting, no direct supervision is exercised.
- c) Available Guidelines:
Appropriate DOS 12 FAM regulations regarding physical security programs and protection of classified materials and equipment.
- d) Exercise of Judgment:
Use sound and independent judgment to ensure that applicable security practices and instructions are followed. Know when to inform the RSO or other authorized official of any suspicious activity or situations.
- e) Authority to Make Commitments:
Authority to commit human resources in the scheduling of escort-related work.
- f) Nature, Level, and Purpose of Contacts:
Contact with personnel at levels of the Mission and contractors in the performance of security escort duties. Contact with contractors/vendors who are scheduled to perform duties in and around the CAA; as well as escort of host country or other visiting dignitaries. Coordinates with the RSO for clearances of visitors/contractors.
- g) Time Expected to Reach Full Performance Level:
Three months.